

GEORGIA INSTITUTE OF TECHNOLOGY  
OFFICE OF CONTRACT ADMINISTRATION  
SPONSORED PROJECT INITIATION

Date: November 22, 1978

Project Title: Cooperative Education Program

Project No: N-54-802

Green card

Project Director: Walter O. Carlson

Sponsor: DHEW/Cooperative Education Section

Agreement Period: From 9/1/78 Until 8/31/79

Type Agreement: Grant No. G007802294

Amount: \$60,000 DHEW  
33,413 GIT (N-54-112)  
\$93,413 Total

Reports Required: Narrative Performance Report; Financial Report

Sponsor Contact Person (s):

Technical Matters

Melvin Fresquez  
Project Officer thru:

Contractual Matters

(thru OCA)

Jean D. Gilpin  
Grants Officer  
Grant & Procurement Management  
Post-Secondary Education Branch  
Room 5717- ROB-3  
400 Maryland Ave., S.W.  
Washington, D. C. 20202

Defense Priority Rating: None

Assigned to: Southern Technical Institute (School/Laboratory)

COPIES TO:

Project Director  
Division Chief (EES)  
School/Laboratory Director  
Dean/Director-EES  
Accounting Office  
Procurement Office  
Security Coordinator (OCA)  
Reports Coordinator (OCA)

Library, Technical Reports Section  
EES Information Office  
EES Reports & Procedures  
Project File (OCA)  
Project Code (GTRI)  
Other

GEORGIA INSTITUTE OF TECHNOLOGY  
OFFICE OF CONTRACT ADMINISTRATION  
SPONSORED PROJECT TERMINATION

Date: July 24, 1980

Project Title: Cooperative Education Program

Project No: N-54-802

Project Director: Paul V. Smith

Sponsor: DHEW/Cooperative Education Section

Effective Termination Date: 8/31/79

Clearance of Accounting Charges: \_\_\_\_\_

Grant/Contract Closeout Actions Remaining: None

- ☐ Final Invoice and Closing Documents
- ☐ Final Fiscal Report
- ☐ Final Report of Inventions
- ☐ Govt. Property Inventory & Related Certificate
- ☐ Classified Material Certificate
- ☐ Other \_\_\_\_\_

Assigned to: Southern Technical Institute (School/~~Laboratory~~)

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Project Director  
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Procurement Office  
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✓ Reports Coordinator (OCA)

Library, Technical Reports Section  
EES Information Office  
Project File (OCA)  
Project Code (GTRI)  
Other \_\_\_\_\_

FINANCIAL STATUS REPORT <small>(Follow instructions on the back)</small>			1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER		OMB Approved No. 80-RO180	PAGE 1 OF 1
3. RECIPIENT ORGANIZATION (Name and complete address, including ZIP code) Georgia Institute of Technology Atlanta, Georgia 30332			DHEW - Office of Education		G007802294			
			4. EMPLOYER IDENTIFICATION NUMBER 58-6002023		5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER N-54-802		6. FINAL REPORT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
			7. BASIS <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL					
			8. PROJECT/GRANT PERIOD (See instructions)		9. PERIOD COVERED BY THIS REPORT			
			FROM (Month, day, year) 9/1/78		TO (Month, day, year) 8/31/79			
			FROM (Month, day, year) 9/1/78		TO (Month, day, year) 8/31/79			
10. STATUS OF FUNDS								
PROGRAMS/FUNCTIONS/ACTIVITIES ▶		(a) Personal Services	(b) Retirement	(c) Materials & Supplies	(d) Travel	(e) Total Direct	(f) Overhead	TOTAL (g)
a. Net outlays previously reported		\$	\$	\$	\$	\$	\$	\$
b. Total outlays this report period		61,662.96	5,785.90	3,075.77	7,011.22	77,535.85	6,202.87	83,738.72
c. Less: Program income credits								
d. Net outlays this report period (Line b minus line c)		61,662.96	5,785.90	3,075.77	7,011.22	77,535.85	6,202.87	83,738.72
e. Net outlays to date (Line a plus line d)		61,662.96	5,785.90	3,075.77	7,011.22	77,535.85	6,202.87	83,738.72
f. Less: Non-Federal share of outlays		27,423.44	2,729.40	510.13	855.64	31,518.61	2,521.49	34,040.10
g. Total Federal share of outlays (Line e minus line f)		34,239.52	3,056.50	2,565.64	6,155.58	46,017.24	3,681.38	49,698.62
h. Total unliquidated obligations								
i. Less: Non-Federal share of unliquidated obligations shown on line h								
j. Federal share of unliquidated obligations								
k. Total Federal share of outlays and unliquidated obligations		34,239.52	3,056.50	2,565.64	6,155.58	46,017.24	3,681.38	49,698.62
l. Total cumulative amount of Federal funds authorized		36,084.00	3,342.00	7,906.00	8,224.00	55,556.00	4,444.00	60,000.00
m. Unobligated balance of Federal funds		1,844.48	285.50	5,340.36	2,068.42	9,538.76	762.62	10,301.38
11. INDIRECT EXPENSE		a. TYPE OF RATE (Place "X" in appropriate box) <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PREDETERMINED <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> FIXED			13. CERTIFICATION		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	
		b. RATE .08	c. BASE MTDC	d. TOTAL AMOUNT \$6,202.87	I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.		DATE REPORT SUBMITTED 12/4/79	
		e. FEDERAL SHARE \$3,681.38			TYPED OR PRINTED NAME AND TITLE		TELEPHONE (Area code, number and extension)	
12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.					David V. Welch, Manager, Grants & Contracts Accounting		404/894-4624	

269-101

Walter U. Carlson

12/6/79  
DateSTANDARD FORM 269 (7-76)  
Prescribed by Office of Management and Budget  
Cir. No. A-110

## REVISED

## FINANCIAL STATUS REPORT

(Follow instructions on the back)

3. RECIPIENT ORGANIZATION (Name and complete address, including ZIP code)		4. EMPLOYER IDENTIFICATION NUMBER		5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER		6. FINAL REPORT		7. BASIS	
Georgia Institute of Technology Atlanta, Georgia 30332		58-6002023		N-54-802		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER		OMB Approved No. 80-RO180		PAGE 1		OF 1 PAGES	
DHEW - OFFICE OF EDUCATION		G0007802294							
8. PROJECT/GRANT PERIOD (See instructions)		9. PERIOD COVERED BY THIS REPORT							
FROM (Month, day, year)		TO (Month, day, year)		FROM (Month, day, year)		TO (Month, day, year)			
9/1/78		8/31/79		9/1/78		8/31/79			
10. STATUS OF FUNDS									
PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a) Personal Services	(b) Retirement	(c) Materials & Supplies	(d) Travel	(e) Total Direct	(f) Overhead	TOTAL (g)		
a. Net outlays previously reported	\$	\$	\$	\$	\$	\$	\$		
b. Total outlays this report period	61,662.96	5,785.90	4,013.79	7,011.22	78,473.87	6,277.89	84,751.76		
c. Less: Program income credits									
d. Net outlays this report period (Line b minus line c)	61,662.96	5,785.90	4,013.79	7,011.22	78,473.87	6,277.89	84,751.76		
e. Net outlays to date (Line a plus line d)	61,662.96	5,785.90	4,013.79	7,011.22	78,473.87	6,277.89	84,751.76		
f. Less: Non-Federal share of outlays	27,423.44	2,729.40	510.13	855.64	31,518.61	2,521.49	34,040.10		
g. Total Federal share of outlays (Line e minus line f)	34,239.52	3,056.50	3,503.66	6,155.58	46,955.26	3,756.40	50,711.66		
h. Total unliquidated obligations									
i. Less: Non-Federal share of unliquidated obligations shown on line h									
j. Federal share of unliquidated obligations									
k. Total Federal share of outlays and unliquidated obligations	34,239.52	3,056.50	3,503.66	6,155.58	46,955.26	3,756.40	50,711.66		
l. Total cumulative amount of Federal funds authorized	36,084.00	3,342.00	7,906.00	8,224.00	55,556.00	4,444.00	60,000.00		
m. Unobligated balance of Federal funds	1,844.48	285.50	4,402.34	2,068.42	8,600.74	687.60	9,288.34		
11. INDIRECT EXPENSE	a. TYPE OF RATE (Place "X" in appropriate box) <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PREDETERMINED <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> FIXED			13. CERTIFICATION			SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		
	b. RATE	c. BASE	d. TOTAL AMOUNT	I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.			DATE REPORT SUBMITTED		
	.08%	MTDC	\$6,277.89	a. FEDERAL SHARE \$3,756.40			4/7/80		
12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.				TYPED OR PRINTED NAME AND TITLE			TELEPHONE (Area code, number and extension)		
				David V. Welch, Manager, Grants & Contracts Acctg.			404/894/4624		

N-54-80

COOPERATIVE EDUCATION PROGRAM

PERFORMANCE REPORT

GRANT NUMBER

G007802294

PERIOD COVERED

FROM

9-1-78

TO

8-31-79

(Title VIII, The Higher Education Act of 1965)

NAME OF INSTITUTION

Southern Technical Institute

Explain the progress made during the grant period in implementing the program in terms of the aims and objectives as set forth in your application and approved budget. Include among your comments such factors as: (1) the degree and extent of commitment the administration has given, including financial support both immediate and long-range; (2) the performance of administrative staff, and the development of procedures as related to the program; (3) the role of the faculty in developing the program and the extent of cooperation received; (4) the number of student job placements this year; (5) the receptivity of students to the program in terms of completing their academic programs; and (6) the response of employers in providing meaningful work assignments. Include any other pertinent comments. (Use reverse side if additional space is needed.)

The Southern Tech administration is very supportive of the Co-op program, both in terms of the personal support of the administrative staff and in financial support. Various administrators, including the Dean/Executive Director, the Academic Dean, the Placement Director, and Admissions representatives have spent time talking with students about the Co-op program and visiting companies to increase their awareness of the benefits of Cooperative Education.

The Institutional financial support for 1978-79 is more than \$27,000.00. In 1979-80, Southern Tech has committed almost \$30,000.00 for support of the Co-op program. The financial support has increased yearly and will continue to increase until the entire cost of the program is supported by Southern Tech.

The Co-op coordinator is involved in student recruitment, advisement of students, visitations of students on the job, job development, and the implementation of the operating policies and procedures. Either the coordinator or the Co-op secretary interviews every student that applies to the program or is interested in learning more about cooperative education and Southern Tech's program. The coordinator speaks to various classes, the freshman orientation programs, and a quarterly Co-op orientation program. The Coordinator and the Placement Director have visited various junior colleges and high schools in Georgia and surrounding states in an effort to inform students about Southern Tech and our Cooperative Education Program.

The coordinator attended several professional meetings, including the American Society for Engineering Education Annual Co-op/Industry meeting, the Cooperative Education Association Annual Conference, and the Southeastern Cooperative Education Conference. She also served

Further monies or other benefits may, but not necessarily, will be withheld under this program unless this report is completed and filed as required by existing law and regulations (20 U.S.C. 1037b, 45 C.F.R. 182).

TYPE OR PRINT NAME OF PROGRAM COORDINATOR

SIGNATURE OF PROGRAM COORDINATOR

DATE

Regenia Doyle

11-26-79



as Vice President, Senior Institutions of the Georgia College Placement Association. She was very involved in organizing the Cooperative Education division of the Georgia College Placement Association.

A student handbook was developed and printed. This handbook details the operating procedures and outlines the role and responsibilities of the staff, faculty, students, and employer participants.

Odell Jones, from the University of Tennessee at Martin, conducted an evaluation of our Co-op program. A copy of his report is attached.

3. The faculty has been very involved and supportive. We have a faculty advisor in each of the six degree-granting departments who is given release time to work directly with the Co-op Program. These advisors, along with the department heads and other faculty members are involved in student advisement, student visitation, student recruitment, and job development. The advisors attempt to visit every student during his or her work quarter on the job site. The advisors and Co-op office pre-register the Co-op students at work for their next school quarter.

Various advisors attended the American Society for Engineering Education Annual Co-op/ Industry Conference and the Southeastern Cooperative Education Conference. We attempt to send each advisor to at least one conference annually.

4. During Fall Quarter, 1978, there were 123 students on the Co-op program. During 1978-79, this number increased to 144. This is an increase of 21 students, or 17%, over the previous year.
5. During 1978-79, 14 students left the Co-op program. Of these 14, eight graduated and six dropped out of the program. These six represent a drop rate of approximately 4%.
6. Employers have been and continue to be very supportive of the Co-op program. In 1977-78, the Co-op program had 40 active employers; in 1978-79, this number increased to 53. All of the companies make an effort to relate the student's work experience to his academic program.

COOPERATIVE EDUCATION EVALUATION  
SOUTHERN TECHNICAL INSTITUTE  
MARIETTA, GEORGIA  
JULY 31-AUGUST 1, 1979

The enthusiasm of the Coordinator of Cooperative Education and the Director of Development, along with the supporting staff, is very noticeable upon entry into the offices. This same open support seemed to prevail campus-wide with the administrative staff. The Associate Dean, along with the Coordinator of Cooperative Education, attended the Southeastern Center for Cooperative Education Institute in Tampa, Florida, at the beginning of the extension of a cooperative program, which existed in the associate degree programs, to a four year baccalaureate program in engineering technology. The decision was made at this time that the school would only set up an alternating quarter system with a 2.0 grade point average as a minimum. This was also at the beginning of the first year of receiving some federal financial support through the Department of Health, Education and Welfare Title VIII funds for extending this program. These funds were requested primarily for the purpose of adding a coordinator and paying for faculty release time to coordinate and develop jobs with employers and encourage student and faculty support. Almost half of these funds were approved to pay for faculty release time for departmental advisors.

An Advisory Committee composed of a faculty member from each department was established and they were given release time of approximately 25 percent of normal teaching load to work with the cooperative program. They received compensation from the federal support funds to pay for this time. Their duties were to include 1) Establishment of new positions with existing and new employers. 2) Coordinate the training with the employer to see that proper career training was established and maintained. 3) Review and evaluate work reports and progress of all students participating from their departments. This was done from visits to work sites. A quarterly written report and a returning interview on campus along with a written evaluation of students by the employer. 4) Encourage and coordinate student and faculty support. In a luncheon meeting with

this Committee there seemed to be enthusiasm about this opportunity of becoming acquainted and working with employers. There was some concern about how this would be continued by the school after federal support is withdrawn and a general response was that they would not be willing to do this as an additional load above the normal teaching and advisory load, but might consider substituting this for normal advisory duties if properly planned. It was believed that in any change back to full teaching duties less time would be spent in coordinating the cooperative program with employers.

In discussions with the departmental chairmen there was found to be unanimous strong endorsement of the cooperative program as established by the school and the administration by the Coordinator. They were each concerned about the release time and how the advisory role would be financed without outside financial assistance and in no case did the departments believe that they could finance the 25 percent release time from departmental funds, and there was some concern by one about morale of his faculty members. There seems to have been some complaint by faculty about this release time not being properly utilized and it had been necessary for them to actually pick up this released load in their teaching loads without additional compensation.

In the discussion with the Associate Dean, under whose supervision Cooperative Education is operating, it was very apparent that he has given strong support to this program and is well pleased with its progress. He is well informed about the objectives of cooperative education and how a program should be organized to obtain these goals. He is also concerned about how the release time for faculty will be financed and already trying to come up with plans so as to not disrupt the continuity of the established advisory system any more than necessary as the federal funding is reduced and finally discontinued, and institutional funds are the only ones available.

It is recommended that this study continue to determine the best possible method of disrupting the present advisory system the least. Faculty support and participation



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Southern Technical Institute  
July 31-August 1, 1979

is essential for a good cooperative program. However, if release time pay is removed, some of the present advisory role can be assumed by the cooperative office, possibly that of the employer contact and job development, combined with consultation with faculty within the departments. Consideration could be given to assigning the cooperative students to the cooperative advisor as his portion of advisory duties within the department. The enthusiasm of the faculty advisors will determine to a large extent the continued development of the program.

The Coordinator had experience in career development within a vocational school prior to assuming the present duties and is familiar enough with career training to do much evaluating of job assignments and possibly call on faculty for help in critical situations.

No discussion was scheduled with the Executive Director and Dean, who is the top administrative officer on campus, due to his being off-campus. His support is very apparent from remarks of other staff personnel.

Two student interviews were held and both indicated strong support for the program for both the financial aid and career training features. One of the students indicated that his faculty advisor had never scheduled an interview with him to discuss his work progress after returning to campus. It is suggested that the Cooperative Coordinator might wish to follow-up on this and maybe organize a method of check-up in the future since this is believed to be a very important feature of good programs.

No academic credit is given at present but consideration is being given to establishing some credit for the work experience. Recommendation would be given in this area as follows: 1) Look realistically at the academic value of the work assignment in determining the academic credit. 2) Let the academic credit substitute for some requirement for graduation and not become "Add-on." 3) Be sure that this credit can be used in the funding system--usually formula--by which the school receives its funds from the State. 4) To try to get agreement between departments on a uniform system campus-wide and not permit proliferation of several credit methods, but bring faculty into these decisions.

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No registration fee is being charged at present for students on work assignments. Some fee, to at least cover the administrative cost of registration, could be charged and be in line with most cooperative education programs. This fee would probably be determined "as required and of a minimum amount" if academic credit is given. However, it is hoped that a system is not set up that would make the program be self-financing because there are more benefits to students and the school which should not be included as academic credit such as, job placement, public relations, and recruitment of students and employers who become campus-wide contacts.

The increase during this school year of 15 percent more employers and 24 percent more students indicates an excellent and productive growth, not so fast as to indicate poor quality jobs are being accepted or student requirements being lowered as has been the case in so many cooperative programs which have been funded the past few years in order to show a fast and impressive growth.

Discussions were held with two employers and in both cases strong endorsements were given to the quality of students received and the administrative support which was being given by the school. Both employers indicated that the engineering technology students were receiving exactly the same training on their cooperative assignments as engineering students from other schools but if they were given permanent employment after graduation their assignments would be different.

A co-op Advisory Board has been established by adding to the Faculty Advisory Committee employer members and students. This is an excellent idea and should be very effective since a majority of employers are in the local geographical area and can be active participants.

Coverage of the program in the college catalog is adequate but could be made to stand-out more to get attention of the students. Brochures are also adequate for mailing

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Southern Technical Institute  
July 31-August 1, 1979

or passing out to students or employers, hoping to get a follow-up for further explanation from the faculty or Cooperative Coordinator.

Administrative records are excellent and student grade reports are supplied to employers. This promotes harmony between the school personnel and employers to help promote career training and progress.

In conclusion, it is believed that with the present administrative and faculty support and the excellent employment opportunities which exist in the geographical area this program will continue to grow and retain high quality standards.

The overall rating of this program would be excellent and the personnel working with it have done a superior job in promoting both its quality and growth. There seems to be recognition of any problems which exist or are predicted and they are being studied for possible solutions. Excellent use is being made of federal assistance funds and they have been used according to the proposal which was approved.

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James O. Jones, Evaluator  
Dean of Cooperative Education and Placement  
The University of Tennessee at Martin  
Martin, TN 38238

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